



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

034

Date: June 25, 2009

TO: ALL MISSION PERSONNEL

FROM: JOHN K. MADDEN – HUMAN RESOURCES OFFICER

**SUBJECT: ADMINISTRATIVE ASSISTANT AT THE OVERSEAS
BUILDINGS OPERATIONS OFFICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **Administrative Assistant at Overseas Buildings
Operations Office (OBO)**

OPEN TO: **All interested Candidates**

GRADE LEVEL: **FSN-07, FP-07* (Full performance level)
FSN-06, FP-08* (Training level)**

WORK HOURS: **Full Time, 40 hours per week**

OFFICE LOCATION: **New Embassy Compound (NEC)**

OPENING DATE: **Immediate**

DEADLINE: **July 12, 2009 at 6 P.M. Kyiv time**

**FP-07/06 is subject to confirmation with Washington.*

IMPORTANT NOTE: This position will be staffed ONLY for the period of NEC construction (approximately 36 months) and will be eliminated upon completing the construction project.

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE *ELIGIBLE* FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Position serves as a secretary and an administrative assistant to the NEC Project Director. This is a new position that will have a wide variety of administrative and coordination tasks on behalf of the OBO office. The position supervises two driver expeditors.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Maintains the log of contractual submittals and OBO correspondence with each action deadline and response. Forward the tasks to OBO employees and track technical reviews status to ensure a timely response. **25%**

B. Creates and maintains hard copy and electronic files for the OBO office. **20%**

C. Coordinates with Ukrainian Ministries and local engineering consultants to arrange for permanent utility services (electric, water, gas, etc.) to be connected to the NEC. Serves as the main point of contact for local equipment vendors and suppliers to maintain OBO office equipment and replenish office supplies and materials. **20%**

D. Keeps OBO schedule, makes appointments for OBO staff, answers telephone calls and redirects them to appropriate organizations OBO and Embassy employees. Is responsible for preparation of travel schedules. Drafts and translates correspondence for OBO staff. **15%**

E. Makes local and international travel arrangements including preparation of travel itineraries, tickets order, hotel reservations, travel voucher preparation for OBO staff, visitors, and TDY. **5%**

Other duties as assigned including timekeeping, supply procurement, equipment maintenance. **15%**

REQUIRED QUALIFICATIONS:

FULL PERFORMANCE LEVEL, FSN-07

EDUCATION:

- Bachelor degree in Business Administration, Management, English or Social Sciences is required.

WORK EXPERIENCE:

- At least three years general clerical including office management experience with one year of US Government experience in OBO/NEC administration is required.

LANGUAGE:

- Level IV (fluency) of English, Ukrainian and Russian.

KNOWLEDGE:

- Overall Knowledge of the US. Embassy structure, good knowledge of administrative procedures; good knowledge of the host country.

SKILLS AND ABILITIES:

- MS Office applications (Word, Excel, PowerPoint);
- Good writing skills in English, Ukrainian and Russian;
- ability to coordinate, persuade and negotiate within OBO and with other sections of the Embassy;
- Sound judgment;
- Ability to communicate efficiently, especially with outside contacts and the public.

TRAINING LEVEL, FSN-06

EDUCATION:

- Bachelor degree in Business Administration, Management, English or Social Sciences is required.

WORK EXPERIENCE:

- At least two years general clerical including office management experience is required.

LANGUAGE:

- Level IV (fluency) of English, Ukrainian and Russian.

KNOWLEDGE:

- Good knowledge of administrative procedures; good knowledge of the host country.

SKILLS AND ABILITIES:

- MS Office applications (Word, Excel, PowerPoint);
- Good writing skills in English, Ukrainian and Russian;
- ability to coordinate, persuade and negotiate within OBO and with other sections of the Embassy;
- Sound judgment
- Ability to communicate efficiently, especially with outside contacts and the public.

APPLICATION AND SELECTION PROCESS:

✓Interested applicants should fax or mail their *current résumé* and *letter of interest* **in English** to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax # 490-4085. Applications can be also sent by e-mail to: KyivHR@state.gov

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

✓If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.

- ✓ Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.
- ✓ If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.
- ✓ Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

ADDITIONAL SELECTION CRITERIA:

- ! Current employees serving a *probationary period* are not eligible to apply for this position.
- ! U.S. Veterans and US Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.
- ! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- ! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

CLEARED: LWalkup - OBO (by e-mail)
 SEinhorn - FMO